



# Bus Policy

## National Quality Standard (NQS)

Quality Area 7: Governance and Leadership		
7.1	Governance	Governance supports the operation of a quality service
7.1.2	Management Systems	Systems are in place to manage risk and enable the effective management and operation of a quality service
27.1.3	Roles and Responsibilities	. Roles and responsibilities are clearly defines, and understood and support effective decision making and operation of the service

Quality Area 2: children's Health and Safety		
2.1.1	Wellbeing and comfort	Each child's wellbeing and comfort is provided for, including appropriate opportunities to meet each child's needs for sleep, rest and relaxation.
2.2	Safety	Each child is protected.
2.2.1	Supervision	At all times, reasonable precautions and adequate supervision ensure children are protected from harm and hazard.
2.2.2	Incident and emergency management	Plans to effectively manage incidents and emergencies are developed in consultation with relevant authorities, practiced and implemented.
2.2.3	Child Protection	Management, educators and staff are aware of their roles and responsibilities to identify and respond to every child at risk of abuse or neglect.

National Education and Care Regulations		
168		Education and care service must have policies and procedures

### Aim

The purpose of this policy is to ensure that our Children have a safe comfortable and enjoyable journey to and from our service. Transporting children requires a range of considerations to ensure each child's safety and wellbeing in conjunction with adherence to road safety regulations and compliance with the National Law and Regulations.

The safety of children is paramount. Our Service has a duty of care to continually assess, mitigate, treat and monitor risks that are associated with vehicle/bus transportation



## **Related Policies**

Arrival and Departure Policy

Enrolment Policy

Governance Policy

Orientation Policy

## **On arrival:**

- Bags/Backpacks and Shoes On.
- Check all children are off the bus (count the children) and look in and under all seats.
- Complete bus driver's roll that is attached to parent/ guardian's roll, complete and sign.
- Arriving at the service the bus driver's roll is to be signed by the director after they have checked the bus for children etc
- Escort children into the centre via the Bush Room in a quiet and orderly manner: -
  - Rainforest Children are to wait at the outdoor Bush gate/veranda or inside the Bush door to the foyer (in wet weather)
  - Sign Bush Children In – following the rooms arrival procedure for each child
  - Sign Ocean Children In – following the rooms arrival procedure for each child
  - Sign Rainforest Children In – following the rooms arrival procedure for each child

Note: It is the bus driver's responsibility to direct/assist the children to follow each rooms arrival procedure e.g. Locker, Sheets, Communication Book, Sunscreen, Hat, Bottle in Fridge etc. Under no circumstances are children to be let into rooms unaccompanied.

Were another staff member offers to take the children through to their respective room, it remains the responsibility of the bus driver to revisit that room and ensure that the rooms arrival procedure has been completed for each child.

- Complete or attach (if completed during transit) parent input form (located on every role) detailing any messages/information received from parents to ensure it is communicated to the appropriate Room Educators. Written communication provides valuable input into our learning programs and provides evidence and a tracking mechanism, without disrupting the daily learning program, and saves time and the risk of being distorted during relay between staff members.
- List the PM bus children's names on Room Bus lists to enable Room Educators to ensure these children have their belongings etc packed and are ready at the appropriate departure time.
- Bus drivers are to check the Centre diary for messages and/or relevant information on arrival at the centre and prior to departure. Messages/information for Administration are to be logged in the Centre Diary for attention during the day. If it's not written down then it may be forgotten or overlooked.



## **On departure:**

- Ensure the bus soiled items container is brought into the centre.
- Check centre diary for messages/information etc.
- Check each Room's Roll Communication Sheet for relevant information – forms, soiled clothing etc to go home. Collect all relevant items.
- Children are to carry their own bag/belongings to the bus.
- Escort children to the bus via the Bush Room in a quiet and orderly manner (RI Rainforest children may wait quietly inside the Rainforest Door to the foyer.
- When you have finished the bus run and are back at the centre or where the bus is kept (Russell Island), ensure that you have checked the bus. Walk to the back, look under seats and sign off that you have checked on the sign in and out sheet.

## **Important documents you are responsible for:**

- Bus sign-in/out sheets – ensure guardian signatures are obtained for audit purposes
- Room sign-in/out sheets
- Bottle register
- Room Bus lists
- Parent Input/communication forms
- Ensuring a Bus escort permission form is held on the bus for every child. A copy of new children's permission forms are placed in the RI/MI Bus Document drawn at reception.
- Delivery of Room/centre forms to bus families and tracking when they are provided, when they are received back, when handed to Room/Admin etc.

## **Other responsibilities:**

- Cleanliness and hygiene of bus including regular documented laundering of safety restraint covers
- Safety of bus and safety of the children whilst boarding, disembarking and while on the bus.
- Use of age specific and height adjusted child safety restraints.
- Reporting of maintenance issues, including logging them in the Reception Maintenance Log.
- Transfer of soiled items
- Inspection and determination of the fitness of children for attendance and provision of advice to parents on the identification of conditions and appropriate exclusion periods (refer to Staying healthy in childcare).
- Work as an important member of a collaborative Team:
  - Assisting Room Educators especially when a 'Single Educator Model' is in use.
  - Seeking assistance from Room Educators/Admin, as appropriate
  - Understand and provide assistance with centre ratio management, whilst ensuring Staff productivity is maximised. E.g. Taking youngest children on last bus in/first bus out or combining small bus runs into one bus run.
  - Efficient provision of breaks to Lead Educators
  - Completion of additional Room/service jobs as often as possible.



**IF PROVIDING BREAK COVER, ENSURE YOU ARE ENGAGING/SUPERVISING THE CHILDREN OR COMPLETING A ROOM TASK e.g. Organising morning tea, transitioning children between daily routines.**

## Sources

Bryant, L. (2009). *Managing a Child Care Service : A Hands-On Guide for Service Providers*. Sydney: Community Child Care Co-Operative.

Education and Care Services National Regulations 2011

Family Assistance Legislation Amendment (Child Care) Act 2009

## Review

The policy will be reviewed annually.

Review will be conducted by:

- Management,
- Employees,
- Family Members

**Date Printed:** May 2020

Revision Date	Modifications
February 2017	Compiled with Educators
February 2020	Minor changes made to support compliance
March 2020	Minor changes to ensure the safety of all children
May 2020	<ul style="list-style-type: none"><li>• Aim - has been added to</li><li>• Added bus drivers roll and director to sign</li></ul>

NEXT REVIEW  
DATE

May 2021